We have a recurring problem that we're trying to get a handle on, and we need your...

Base of fingers

4 inches

Wrist
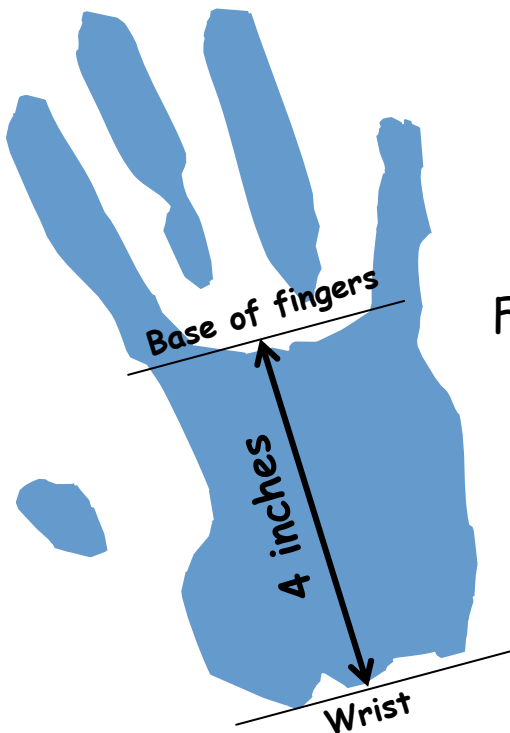
Fortunately, it's a small thing that can be solved as easily as 1—2—3—4 using:

1—your hand as a 4-inch guide
2—removable tape
3—rubber bands, and
4—item size-matching

<u>What we are trying to remedy is further damage</u> to library materials. This can be prevented by using the 1—4 formula.

1—Limit the maximum height of bundled items to <u>approximately 4 inches</u> — just compare the stack to the distance between the base of your fingers and your wrist.

2—Use <u>REMOVABLE TAPE</u> (that <u>still</u> has its 'stick') to attach the routing slip to the top item. (Save regular tape for use on cardboard boxes.)

3—Wrap rubber bands around the stack both <u>vertically and horizontally</u> — tape followed by rubber bands will keep the routing slip from getting lost.

4—Item size-matching is a reminder to <u>group items with similar height/ width proportions</u>, and **avoid pyramid groupings** (clumsy bundles of items with noticeably dissimilar height/width proportions. (You'll know them when you see them!)